

**Subject:** Re: Re: DCBID Summer Resident Mixer - Info<mfilson@downtownla.com>; Tue, 9 Aug 2016 16:16:14 -0500  
**From:** "Dawn Eastin" <dawn@downtownnews.com>  
**Date:** 08/09/2016 02:16 PM  
**To:** "Michael Filson" <mfilson@downtownla.com>

Hi Mike,

staff names

Dawn Eastin  
Danielle Salmon  
Catherine Holloway  
Brenda Stevens  
Michael Lamb

*Dawn Eastin  
General Manager  
L.A. Downtown News  
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L.A., CA 90026  
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On Aug 9, 2016, at 2:15 PM, Michael Lamb wrote:

Begin forwarded message:

**From:** Michael Filson <[MFilson@downtownla.com](mailto:MFilson@downtownla.com)>  
**Subject:** DCBID Summer Resident Mixer - Info  
**Date:** August 9, 2016 10:00:28 AM PDT  
**To:** Michael Filson <[MFilson@downtownla.com](mailto:MFilson@downtownla.com)>

Hello everyone! We're very excited to have you tomorrow at our Summer Resident Mixer. We have great RSVP's and are expecting 150-175 attendees. Please take a minute to read the information below and send me the

information that you can today. If for any reason you are unable to attend, please let me know so I can remove the table so we don't have any dead space.

-If you haven't done so already, please send me everyone's names from your team who will be attending. Even if you think there's a chance they might not attend, it's better to be safe than sorry and will make security much easier.

-Remember **NO OPEN FLAMES** allowed.

-We suggest if you can walk, Uber/Lyft, be dropped off or carpool to the event. We will have *limited* parking validations. Parking is \$8 w/ validation.

-Load-In can begin at **4pm** day of the event. Please be ready to go by 5:30pm.

-You will be assigned a space, so please see one of our team members when you arrive.

-Business Hours deliveries via the freight elevators are from 6:00AM - 6:00PM, Monday through Friday. Deliveries are limited to 1 - 2 freight trips and/or 20 minutes.

-Entrance for deliveries is on Olive St. between 5<sup>th</sup> & 4<sup>th</sup>. Drivers must check in, provide a valid driver's license identification and attain a pass at the Loading Dock Office. Please note that there are no reserved parking spaces on the loading dock. Once you have delivered to the floor, you will then need to park in the regular parking.

-If you can carry your supplies with you, this would make your arrival much easier.

If you have any questions, concerns or need anything else, please let me know!! I want to make sure everything goes smooth for tomorrow. I appreciate all your help to make this a success for everyone! My cell phone is (323) 218-9327 should something come up tomorrow.

## **Mike Filson**

Community Relations Manager

[<image001.png>](#)

### **Downtown Center Business Improvement District**

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Call: 213-416-7524 | Fax: 213-624-0858

Web: [DowntownLA.com](http://DowntownLA.com)

[<image003.jpg>](#) [<image005.jpg>](#) [<image007.jpg>](#)